

PLAN REVIEW SUBMITTAL CHECK LIST

INTERIOR FINISH OUT / REMODELING

Instructions:

1. These instructions are applicable for all interior finish outs and remodeling of commercial buildings.
2. Complete the application form in ink and either print or type all entries.
3. **The person making this application understands that no work or any operation may begin prior to approval of plans and issuance of a building permit.**
4. **Submittal packages that are determined to be incomplete will be returned to the applicant within 5 days of submittal. Once a package is determined to be incomplete, no further review will be conducted until a complete package is submitted.**

The plan review submittal package shall contain the following:

- ☐ Legal Description, obtained from the House Numbering Section
- ☐ Completed Application for Building Permit
- ☐ Occupancy Classification Letter, if required (Required for warehouses, storage, manufacturing, hazardous materials storage or use, etc.)
- ☐ **Asbestos Survey (If Required)**
- ☐ **Texas Department of Licensing & Regulation AB# (If valuation exceeds \$50,000)**
- ☐ Alcohol Sales / SOB Affidavit
- ☐ Approved Flood Plain Development Permit (If Applicable)
- ☐ Two identical sets of construction documents, drawn to an appropriate scale, containing at a minimum:
 - ☐ Key Plan or Site Plan illustrating where the work will occur in the building and showing existing building exits and Parking Layout if change in occupancy.
 - ☐ Code Analysis Sheet
 - ☐ Foundation Plan, if being modified
 - ☐ Floor Plan(s)
 - ☐ Wall and Floor/Roof/Ceiling Sections and Details, including UL or other appropriate design numbers for fire rated assemblies compliance with the state energy conservation code
 - ☐ Exterior Elevations, if being modified
 - ☐ Reflected Ceiling Plan(s)
 - ☐ Plumbing Plans, if applicable, including:
 - ☐ Piping Layout and Details
 - ☐ Plumbing Riser Diagram
 - ☐ Mechanical Plans, if applicable, including:
 - ☐ System Layout, Details, and Duct Sizes
 - ☐ Fan Schedules
 - ☐ Fire & Smoke Dampers, as required
 - ☐ Electrical Plans, if applicable, including:
 - ☐ Electrical Layout and Details
 - ☐ Riser Diagram
 - ☐ Load Analysis
 - ☐ All applicable drawings shall be sealed in accordance with the State of Texas Architect's and/or Engineer's Practice Act (If Applicable).
 - ☐ Approved Smoke Management and Life Safety Reports (high-rise, atria, smoke protected assembly seating, covered mall buildings). If Applicable.
 - ☐ **Provide International Energy Conservation Code Compliance/Calculations (if applicable)**

The following items and approvals may be required in order for Staff to issue a building permit.

- ☐ Certificate of Appropriateness from the Historic Preservation Office
- ☐ Traffic Impact Analysis (TIA)
- ☐ MAOZ Approval
- ☐ Aviation Department approval (if applicable)
- ☐ Edwards Recharge Zone Development
- ☐ Drainage Study (Detention)

I attest by my signature that all the items required by this checklist are included in the submittal package and acknowledge the conditions above.

Printed Name: _____

Signature: _____

Phone Number: _____

Fax Number: _____

Address: _____

Relationship to Project (Owner, Contractor, Architect, Engineer, Other _____)